

BUILDING DIVISION

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399
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COMMERCIAL INTERIOR/EXTERIOR ALTERATION CHECKLIST

We require 2 sets of plans/surveys Packaged and stapled together.

Required

- ___ Copy of contract if submitted by a contractor.*
- ___ Print out from the Broward County Property Appraisers Office (**WWW.BCPA.NET**)
- ___ If suite/land are leased: Owner or Managing Agent must provide notarized letter approving the proposed improvement(s).
- ___ **Zoning** (A Copy of Tenant's Application for Business tax receipt front and back.)
(A Copy of Tenant's use updated tenant list and parking lot calculations.)
(2 PLOT PLAN (Showing all intended areas of alterations)
Surveys must show all easements and encumbrances .
- ___ **Engineering** Pavement restoration Engineering permit required for any ditches, trenches, grease traps, utility sleeves, etc
Engineering permit is required for P,G,D,W,S elevations
- ___ **Structural Plans** (2 complete sets, sealed by Architect/Structural Engineer)
- ___ **Electrical Plans** (2 complete sets - if applicable to structure)
- ___ **Plumbing Plans** (2 complete sets - if applicable to structure)
- ___ **Mechanical Plans** (2 complete sets - if applicable to structure)
(2 ENERGY CALCULATIONS & ENERGY GUIDE FORM (if applicable) (Supplied by Architect/Engineer)
- ___ **Utilities** Plans need to be reviewed and approved by Utilities Department prior to submittal to the building department (contact Heidi 954-327-3741)
- ___ Broward county dept. of planning & environmental protection approval (Stamped on each set of plans *bring in all forms they return)
- ___ Department of business regulations hotel & restaurant division approval (If any type of food preparation is involved occupancy use)
- ___ Broward county health department approval - If sewage and water usage is with Septic Tanks or Wells (Stamped on each set of plans * bring in all forms they return)
- ___ Utility service agreement (If occupancy is that of a restaurant, salon or medical field) (Town of Davie Utilities if in Town of Davie Service Area)
- ___ Completed building permit application - Please note Plbg, Elect, Mech, Swimming Pool are separate applications.
- ___ Contractors- A Copy of all application licenses (Competency & Occupational) original insurance certificates for Workman's Comp and General Liability
- ___ Waste Management agreement form must be signed by the contractor and notarized.
- ___ Plan check fee, see fee schedule item #13 required at time of submittal.*

Contractors Signature

Owner signature required if applying for an owner builder permit